



DEPARTMENT OF THE NAVY
COMMANDER AMPHIBIOUS GROUP THREE
NAVAL STATION BOX 368201
3985 CUMMINGS ROAD, SUITE 4
SAN DIEGO, CALIFORNIA 92136-5289

COMPHIBGRUTHREEINST 12451.1

N1

NOV 13 1998

COMPHIBGRU THREE INSTRUCTION 12451.1

Subj: COMMANDER, AMPHIBIOUS GROUP THREE STAFF TIME-OFF AWARDS

Encl: (1) Recommendation for Special Achievement Award (NASNI Form 12451 (Rev 5-93))
(2) Time-Off Awards Scale for a Single Contribution

1. Purpose. To establish procedures for implementing Time-Off Awards.

2. Background. The Federal Employees Pay Comparability Act of 1990 (FEPCA) Public Law 101-509, provides federal agencies new authority to grant employees time-off from duty without loss of pay or charge to leave, as an incentive award. Called "Time-Off Awards," this new incentive may be used to encourage and reward superior accomplishments or other personal efforts that contribute to the quality, efficiency or economy of government operations.

3. Policy

a. Civilian employees may receive a Time-Off Award for the following achievements:

(1) Meeting the criteria of a Special Act Award which would include acts of heroism, etc.

(2) Making a high quality contribution involving a difficult or important project or assignment.

(3) Displaying special initiative and skill in completing an assignment or project before the deadline.

(4) Using initiative and creativity by suggesting or making improvements in a product, activity, program or service.

(5) Ensuring the mission of the unit is accomplished during a difficult period by successfully completing additional work or a project while maintaining the employee's own workload.

(6) Successfully participating in a process action team, resulting in a significant contribution to the activity's mission.

(7) Sustaining a high level of performance for an extended period as reflected, for example, in a rating of record.

NOV 13 1998

b. Time-Off Awards may be used alone or in combination with monetary or non-monetary awards, to recognize group or individual effort.

c. COMPHIBGRU THREE Assistant Chiefs of Staff (ACOS) and Special Assistants will recommend and prepare all Time-Off Awards. The award will be approved by the Chief of Staff (N01).

d. Approved recommendations for Time-Off Awards will be submitted on enclosure (1), each time an award is granted. A Standard Form 50 (Notification of Personnel Action) will be prepared to document each occurrence of a Time-Off Award. The employee's copy of the Standard Form 50 will be used for recognition at an appropriate ceremony.

e. Employees receiving a Time-Off Award will coordinate and schedule the time-off with their supervisor. Time-off will be recorded as administrative leave on the time card. Time and attendance cards should be annotated to reflect the earning and use of such awards. The Staff Timekeeper (Code N41212C) will be the point of contact for correct time card procedures. The effective date of the award is the approval date.

f. Time-Off Awards may be granted in increments of one hour. The Time-Off Award Scale, enclosure (2), should be consulted in determining the length of time to be granted for the contribution. Although Time-Off Awards do not involve additional cash disbursement, Time-Off Awards have a value to the organization in time lost. Consequently, in granting and determining the length of Time-Off Awards, managers should consider the benefit realized by the government from an employee's contribution. The amount of time-off should be proportionate to the value of the contribution being recognized. The total time-off which may be granted to an employee during one leave year is 80 hours. Part-time employees or those on an uncommon tour of duty may be granted the average number of hours of work in the employee's biweekly scheduled tour. For example: A student aid with a biweekly tour of 40 hours may be granted a maximum of 40 hours as Time-Off Awards during the leave year. The maximum amount of time-off granted for a single contribution is 40 hours or one-half the maximum amount allowed for part-time and uncommon tour employees.


g. Time-Off Awards must be scheduled and used within one year after the award is approved. Should an employee become physically incapacitated during a period of time-off granted as an award, the supervisor may grant sick leave for the period of incapacitation. Time-Off Award balances cannot be transferred to approved leave recipients under the Voluntary Leave Transfer

NOV 13 1998

Program, since timeoff is not annual leave. Any unused amount remaining after one year is forfeited without further compensation to the employee. (Leave and Earnings Statements will reflect Time-Off Award balances.)

h. The Time-Off Award can be transferred within Department of the Navy (DON) activities only. If the employee is transferring outside DON, the employee should be allowed to use the incentive award prior to transfer in order to avoid the loss of time-off. The award does not convert to cash under any circumstances. Time-Off Awards are reported for financial purposes as object class 11 and count against manage to payroll just like any other award under current civilian personnel cost.

4. Cancellation. This instruction is cancelled when superseded by a revision or is otherwise cancelled.


EDWARD P. ANGLIM
Chief of Staff

Distribution:
Assistant Chief of Staff for Admin
Special Assistant (JAG)
Staff civilian employees



COMPHIBGRUTHREEINST 12451.1

NOV 13 1998

RECOMMENDATION FOR SPECIAL ACHIEVEMENT AWARD

NAS NORTH ISLAND HUMAN RESOURCES OFFICE

REQUESTING OFFICE			
Award Recommended By (Name, Title, Signature, and Request Date)		Award Approved By (Name, Title, Signature and Approval Date)	
Name of Awardee	SSN	Pay Plan-Series-Grade-Step	Annual Base Pay
BASIS FOR RECOMMENDATION			
<input type="checkbox"/> Performance Award		<input type="checkbox"/> Special Act Award	
<input type="checkbox"/> Quality Step Increase		<input type="checkbox"/> Time-Off Award	
From _____		Effective Date _____	
To _____		Time-Off Award Expires _____	
\$ _____ .00 \$\$ Amount of Award		_____ ## Hours Time-Off Award	
ESTIMATE OF BENEFITS			
Special Act Scale		Time-Off Scale	
Value: <input type="checkbox"/> Moderate <input type="checkbox"/> Substantial <input type="checkbox"/> High <input type="checkbox"/> Exceptional		Value: <input type="checkbox"/> Moderate <input type="checkbox"/> Substantial <input type="checkbox"/> High <input type="checkbox"/> Exceptional	
Extent: <input type="checkbox"/> Limited <input type="checkbox"/> Extended <input type="checkbox"/> Broad <input type="checkbox"/> General			
Description of Achievement:		Rating Period _____	
		Rating of Record _____	
OFFICE USE:			
_____ CPI 430 _____ NCPDS		_____ Award Coordinator	
_____ CPI 451 _____ Data Input		_____ Award Administrator	

COMPHIBGRUTHREEINST 12451.1
NOV 13 1998

TIME-OFF AWARDS SCALE FOR A SINGLE CONTRIBUTION

Value to Organization

Number of Hours

Moderate:

1 to 10

(1) A contribution to a product, activity, program or service to the public, which is of sufficient value to merit formal recognition.

(2) Beneficial change or modification of operating principles or procedures.

Substantial:

11 to 20

(1) An important contribution to the value of a product, activity, program or service to the public.

(2) Significant change or modification of operating principles or procedures.

High:

21 to 30

(1) A highly significant contribution to the value of a product, activity, program or service to the public.

(2) Complete revision of operating principles or procedures, with considerable impact.

Exceptional:

31 to 40

(1) A superior contribution to the quality of a critical product, activity, program or service to the public.

(2) Initiation of a new principle or major procedure, with significant impact.

Enclosure (2)